

**JOB POSTING: PART-TIME TOWN ADMINISTRATOR
TOWN OF ARLINGTON, VERMONT**

The Town of Arlington, Vermont is seeking an experienced, dynamic Town Administrator to partner with the Select Board in addressing the complex and growing demands of managing the town and ensuring that Arlington continues to thrive and grow in to the future. The Town Administrator will work as an agent of the Select Board to implement the programs, policies, and procedures adopted and/or directed by the Select Board. This new position was created through a community-wide effort led by the Arlington Area Renewal Project to study the benefits of hiring a Town Administrator for Arlington, and approved by the voters of Arlington at Town Meeting in March 2019.

Arlington is the “heart” of Bennington County – located 12 miles north of Bennington and 9 miles south of Manchester. A community of apx. 2,300 residents, Arlington has a strong sense of community, great schools, and easy access to recreational activities including the Battenkill and numerous hiking trails. While maintaining its rural setting and artistic tradition, Arlington is close to world-class hospitals, doctors, restaurants, and cultural events.

Who you will be working with:

The Town Administrator is an employee of the Town of Arlington and works under the direction and supervision of the Arlington Select Board, and works closely with the Town Clerk and other municipal officials as directed by the Select Board. In addition, the Town Administrator will engage with the community and be an ambassador for Arlington.

What you will be working on:

The Administrator’s primary responsibilities include carrying out Board directives and initiatives, acting as a liaison with state agencies and local boards, and keeping up to date on legislative and compliance matters. This includes managing budgets, managing risk and insurance, overseeing administrative support for Select Board, reviewing policies and procedures for legal compliance, promoting economic development, applying for and administering grants, and serving as a liaison to the VT League of Cities and Towns.

With recent community-wide efforts to revitalize the town, there is momentum and excitement that the Town Administrator will be able to leverage to move forward with projects and community initiatives.

Skills that will be important in this role:

- Able to build relationships by being honest, personable, and professional
- Collaborative approach to problem solving
- Self-managed and accountable for work
- Innovative and creative in looking for unique opportunities and solutions

Qualifications that are essential:

- A degree in public administration or business management, and/or equivalent experience in municipal government, business management, or non-profit administration
- Grant-writing experience with a track-record of successful grant applications
- Well-versed in municipal, state, and federal laws, regulations, and requirements
- Fluency in Microsoft Office Suite and other common business applications

How to apply:

Applicants should submit their resume, along with a cover letter detailing their interest in this specific position, to the Arlington Select Board.